

**CHECKLIST OF MINIMUM REQUIREMENTS
FOR A SECONDARY ADVANCED READING ENDORSEMENT
LEVEL II
(INSERVICE/COLLEGE COURSE WORK/DEMONSTRATED COMPETENCY)**

Name:	Date:
Teaching Certificate: Secondary	Major:
SS#:	Minor/Endorsements:
	District:
Address:	City, State, Zip:

Applicant must have a current Educator License with an Elementary or Secondary area of concentration.

- ☐ For Endorsement (must complete all requirements) or
- ☐ For Approved Inservice Plan (2 years) (**must have a current license, be currently teaching in the endorsement area and have 9 semester credits toward endorsement**). (**You must have a Basic Reading Endorsement to apply for an Advanced Reading Endorsement**).

Date Submitted: _____ Date Reviewed: _____

A teacher with a secondary area of concentration and a Basic Reading Endorsement who completes the Advanced Reading Endorsement qualifies to be a Staff Developer in the area of reading/Reading Specialist at the local school level 7-12 or at a school district level. Boxes with an "X" indicate the minimum requirements in areas have been met. Courses should be a minimum of three semester hours in each area and must have been taken within the last five years from the date of application.

- [] Research in Reading
- [] Supervision and Staff Development in Reading Instruction
- [] Literacy Specialist Internship

Or

- [] Receive verification from USOE Secondary Language Arts Specialist by providing the specialist with university course syllabi and a transcript noting each course to be reviewed for equivalency outside the State of Utah.

Or

- [] Show evidence of participation in all sessions of each approved university/in-service course (the applicant may have facilitated course delivery, but not formally registered for the course/s) or show evidence of being an adjunct instructor or university instructor for each of the approved English endorsement courses.

Complete the following as you apply:

- Mark the boxes with an “X” to indicate that the minimum requirement in each area has been met.
- Attach a copy of your transcripts and highlight corresponding classes. Internet transcripts are not acceptable.
- Processing fees:

Endorsement submitted by individual—
\$35. Send to:

Utah State Office of Education
Attn: Sheri Lowry
Educator Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

State Approved Endorsement Program
(SAEP) (paid by district or charter school)
\$30. Send to:

Utah State Office of Education
Attn: Stephanie Ferris
Educator Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For more information contact:

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7/1/2005